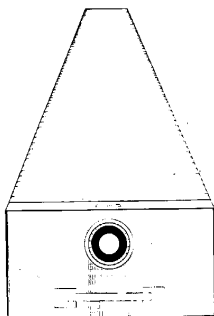


# CIA Is A Records Agency

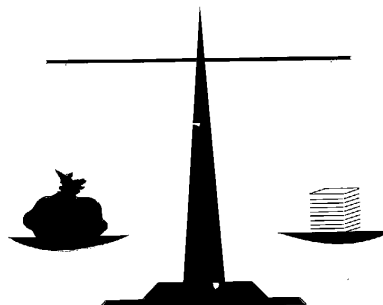
## BECAUSE:

It Collects, Compiles, Publishes and Analyzes  
Intelligence Information on a World-Wide scale.



## BECAUSE:

It Owns 16,400 Pieces of Filing Equipment  
Containing 75,000 Cubic Feet of Records  
Having a Replacement Value of \$2,795,000

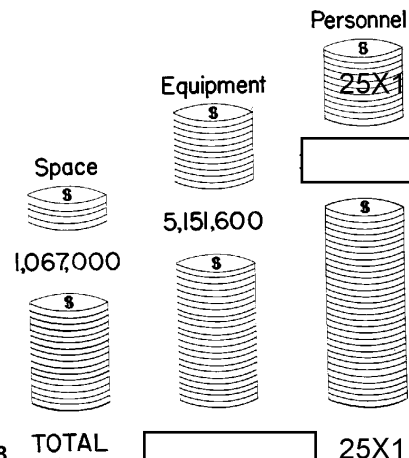


## BECAUSE:

It is Accumulating Records at the rate  
20,000 Cubic Feet Per Annum  
Which will Cost \$590,000  
To File and Protect

## AND:

At the End of Ten Years  
Without a Records Program  
CIA will have Invested For



# FIVE BASIC CONSIDERATIONS

## REGARDING A CIA RECORDS CENTER

1. WHY IS IT NEEDED?

- A. REQUIRED BY LAW
- B. MANAGEMENT IMPROVEMENT
- C. ECONOMY

2. HOW LARGE SHOULD IT BE?

21,290 SQ. FT. (BASED UPON PRESENT RECORDS  
HOLDINGS OF 92,000 CU. FT. AND 8,000 CU.  
FT. OF RECORDS RETIRED ANNUALLY)

3. HOW MUCH WILL IT COST?

- A. \$219,000 FOR THE BUILDING
- B. \$ 38,881 FOR SHELVEING AND BOXES

4. HOW MUCH WILL IT SAVE?

\$1,088,119 WHEN FILLED FOR AN AVERAGE  
OF \$217,623 ANNUALLY

5. WHERE SHOULD IT BE LOCATED?

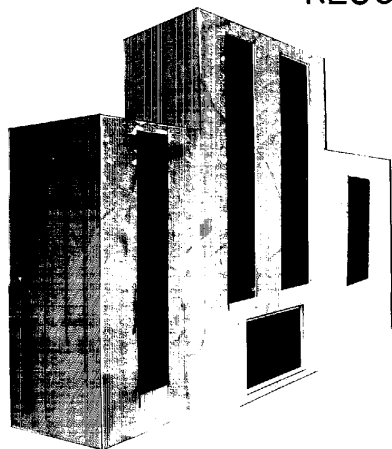
25X1

# COMPARATIVE STORAGE COST OF RECORDS

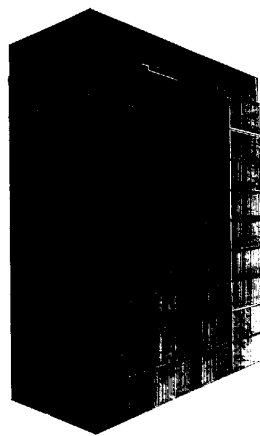
CONFIDENTIAL

RECORD CENTER

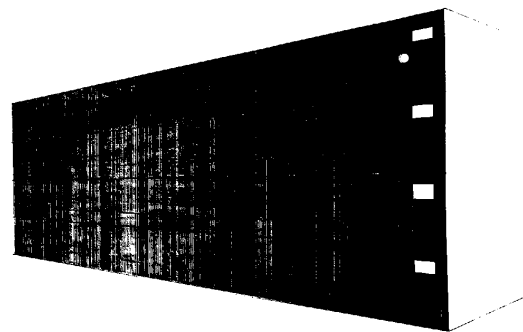
FILE CABINETS IN OFFICE SPACE



+



=



COST OF CONSTRUCTION	\$ 219,000
COST OF STORAGE EQUIPMENT	.38,881
TOTAL	\$ 257,881

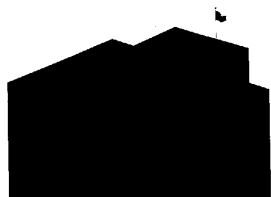
FILE CABINETS	\$ 1,175,000
OFFICE SPACE FOR 5 YRS. AT \$1.50 PER FT.	171,000
	\$ 1,346,000

## NET SAVING \$1,088,119

CONFIDENTIAL

# WHY A RECORDS CENTER CAN KEEP RECORDS CHEAPER THAN OFFICES

## COST IN OFFICES



SPACE AND MAINTENANCE  
\$2.30 PER CU. FT.



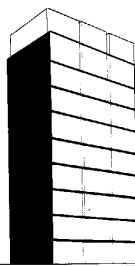
FILING EQUIPMENT  
\$0.83 PER CU. FT.

TOTAL COST \$3.13 PER CU. FEET.

## COST IN A RECORDS CENTER



SPACE AND MAINTENANCE  
\$0.55 PER CU. FT.

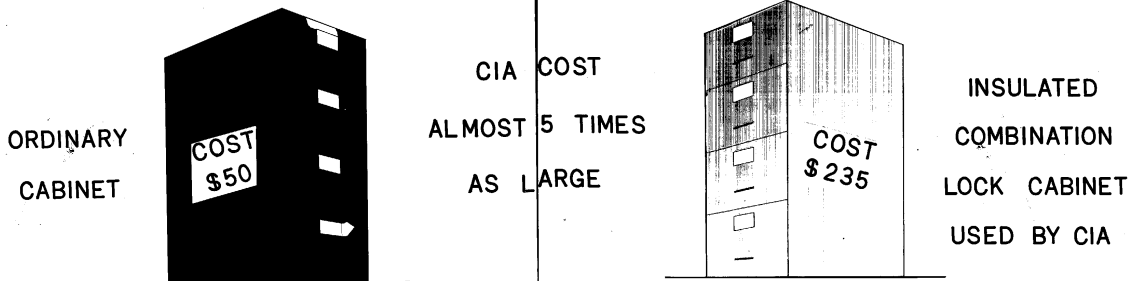


FILING EQUIPMENT  
\$0.08 PER CU. FT.

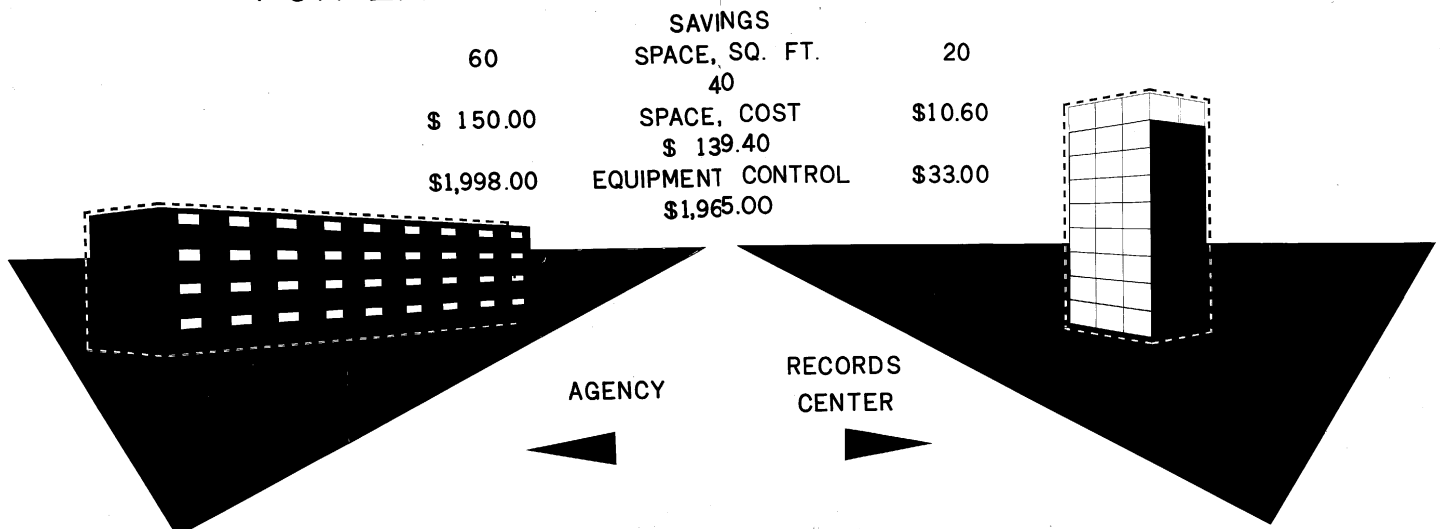
TOTAL COST  
\$0.63  
PER CU. FT.

SAVINGS  
\$2.50 PER CU. FT.

# COMPARISON OF COST OF MAINTAINING RECORDS IN CIA TO AN AVERAGE GOVERNMENT AGENCY



## ANNUAL SAVINGS ACCOMPLISHED BY A RECORDS CENTER FOR EACH 60 CUBIC FEET OF RECORDS



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